

Certification Renewal Checklist for The Joint Commission (TJC) Accredited Providers

Renewals are done online on the Information Management for Providers (IMPROV) system.

The website for IMPROV is: <http://health.wyo.gov/mhsa/certs/certifications.html>
*Please see the bottom portion of the screen to **select the “renewal” application option.***

You will need a new Provider Validation Number (PVN) to enter the renewal process. At approximately two months prior to current expiration date, if you have not received a “noreply.wdh” email containing your new PVN, please contact Pat Bacon, Certification Program Manager, Behavioral Health Division (Division), at patricia.bacon@wyo.gov or 307-777-5253.

Please add the email "noreply.wdh@wyo.gov" to your safe contacts list. Please notify us at any time you have demographics changes and we will update your IMPROV profile.

Your agency is certified based on successful TJC accreditation. The following supporting documentation is required to be uploaded in IMPROV for renewal:

- ☐ Copy of your current **The Joint Commission Accreditation Quality Report**
- ☐ Copy of your mid-cycle **Intracycle Monitoring (ICM) Focused Standards Assessment (FSA) tool, when it has been completed. Please let us know when your ICM cycle FSA report is due with TJC. This may not be applicable annually.**
- ☐ Copies of any **Plan of Actions, if applicable**
- ☐ Communication of **administrative issues and significant events, if applicable**

Should you encounter any difficulty in uploading The Joint Commission documents in to IMPROV, please feel free to attach them in an email to Pat Bacon at patricia.bacon@wyo.gov.

We are happy to work with you should you need coordination due to national accreditation timeframes. Accreditation survey dates and subsequent reporting timeframes may require collaborative efforts. If coordination is required please notify the Division as soon as possible prior to certification expiration. Documentation to support extension of expiration dates will be required.